

DIRECTOR'S REPORT
DECEMBER 1990

Planning for the new Rensselaer library took a good bit of my time this month. I met with the architects once, with the architects and the Rensselaer Building Committee once. I spent an appreciable amount of time with staff discussing the plans. It was decided that a second meeting of the Committee with the architect will not be held unless unforeseen problems arise, since their plans seem fairly well on target. Minor revisions will be handled informally.

I learned to do the payroll this month. I have not yet learned to pay bills. I worked with Pam in Wheatfield most of one day when other staff was not available. I attended a reception for the new NIALSA director who seems both capable and pleasant.

By the January 14 board meeting I will have attended two staff meetings and one management meeting, and viewed the exhibits at ALA's Midwinter Conference. At our January staff meeting, I gave the staff an overview of our operating budget and how we develop it. We also talked a little about the bond issue petition process.

Bill Moriarty and I met with the KV School superintendent and a few school board members to try to work out arrangements for the DeMotte library and parking lot. I will have a report at Board meeting.

This month I taught our new computer publishing program to two staff members - a time-consuming task. We have now distributed our winter Teacher Reacher to all teachers in all schools in our service area.

I met with a DeMotte Chamber of Commerce committee which has asked us to update and revise the text of their annual publication, a 40 page booklet describing businesses, organizations, etc. in DeMotte. Pam Ferber will be directing this project. The Chamber also agreed to allow us to be members of the DeMotte Chamber at a special \$50 annual fee for civic and other non-profit organizations. We presently have the same arrangement at Rensselaer.

This month we signed a final agreement on the Toy Library and I accepted a check from Mary Kenney, representing the schools, for \$1250, one half of the total monies to be given us for this purpose.

Considerable time has been spent this past week making the final determination of salaries for staff members, and setting budgets for materials and supplies for each of the libraries and departments.

In addition to the above, I spent a week with the flu and laryngitis, several days of vacation (during which time we had the flood in the Rensselaer basement) and several more of holidays.

DIRECTOR'S REPORT
January 1991

You will be glad to know we received the o.k. on our 1991 budget from the state Board of Tax Commissioners.

As I worked on annual reports, I noted some interesting statistics. Books and videos equal 86%-87% of the circulation at all 3 libraries.

We found that adult books account for between 36% and 39% of the total circulation at our libraries. Children's books are 35% of Rensselaer's circulation, 40% of DeMotte's circulation, and 29% of Wheatfield's. On the other hand, videos account for 11% of Rensselaer's total circulation, 10% of DeMotte's, and 22% of Wheatfield's.

There were no surprises in the percentages of fiction and nonfiction circulation. Rensselaer's book circulation was 64% fiction, 36% nonfiction; DeMotte's 67% fiction, 33% nonfiction; Wheatfield's 69% fiction, 31% nonfiction.

The Board voted in a telephone poll not to purchase the house and lot south of the DeMotte property for \$34,900. You will want to reaffirm that decision at the Board meeting.

As some of you know, a considerable amount of time was spent in January discussing and altering Rensselaer building plans. The Rensselaer Building Committee voted to recommend the building design in Scheme 6 to the full Board.

After consulting with staff and with Jan Huffman, County Extension Home Economist, I decided to try alternate routes to solve our Rensselaer Children's Room flooding and mold problems. I had our gutters cleaned out and tulip trees hanging over the roof trimmed back since they were contributing heavily to gutter build-up. Hopefully, water will no longer pour over the side of the gutters and this will keep the basement dry. We are also having the carpet cleaned and treated with a fungicidal agent, as recommended by the county extension office. Both the county extension office and a carpet store recommended steam cleaning as the preferred method of cleaning when done by professionals.

In answer to the Board's question, the old library safe is sitting empty in the furnace room. Contents are in the fireproof file cabinet and the safety deposit box at the bank. Danny made a list of the contents which is also kept in the fireproof file. When we get closer to opening day in the new library, we will probably want to consider displaying the deed for our Carnegie building and some of the other old papers.

The Wheatfield flagpole lighting is working and the Friends have secured new flags for Wheatfield. Scout troops have bedecked the library's trees with yellow ribbons; a poster with pictures of Wheatfield's servicemen and women in the Gulf will be displayed in the entryway.

The enclosed fact sheet entitled "Building Project" is one I distributed to staff at all 3 libraries, so everyone would know how to answer patron questions. You may find it helpful also, as you talk to others about the building project.

This month, Pam Ferber (DeMotte-Wheatfield librarian) and I visited the ALA exhibits in Chicago and came back with abundant information on automated library systems. I discussed automation plans with the director of the Porter County Library. Mary Martin and I will be attending a two-day workshop in Lafayette on automated systems. The speaker for this workshop is a representative of the automation consulting firm which Porter County is considering hiring for their project.

I have had one staff meeting, two meetings with Bill Moriarty, and a meeting with NIALSA administrator Barbara Topp this month. Kim Garwood and I were interviewed by Ron Frederick on our monthly WRIN radio program.

Later this week, our management team will be meeting to develop plans for our petition drive and a corresponding publicity drive for our building project. We will begin making lists of persons who might be willing to carry petitions, but will want input from the Board also. Please try to think of persons we could enlist for this purpose.

I have included a sentence of background information here and there on the February agenda. I thought since we have several important items to discuss, we might work faster if some thought has been given to a few issues beforehand.

DIRECTOR'S REPORT
FEBRUARY 1991

These past weeks have been busy to say the very least. Our staff meeting at Wheatfield on Friday, February 15 was somewhat marred when both Kim and Pam skidded on icy patches of road on their ways to the meeting. Kim spun out with no damage to herself or her car. Pam's car suffered some damage. The rest of the Rensselaer staff stayed in Rensselaer.

On Saturday, February 16, Bill Moriarty and I went to meetings with petition carriers at Wheatfield, DeMotte and Rensselaer. Wil attended the first two of those meetings. We had about 4 petition carriers at Wheatfield, 26 at DeMotte and 20 at Rensselaer. Many volunteers came in to the libraries the following week, however. We now have 77 petition carriers whom we recruited plus ones whom Bill has recruited at various banks and real estate agencies. Twelve completed (not always with a full 35 names) petitions have already been sent to the auditor for certification as of 2/26/91. We have received a great deal of positive feedback and a minimum of negative. We still have many petitions circulating. There is little possibility that we can get all in and certified by the auditor by our March 4 meeting. For this reason, Bill feels we should wait until our March 18 meeting (as discussed at the last meeting) to take action on accepting the petitions. He feels it is in our best interest to wait the extra two weeks and get an optimum number of signatures.

Thus far, Mary Martin has talked about the bond issue on the radio, Bill and I have presented the Board's plans to the Jasper County Council (and two Commissioners) and the Rensselaer City Council. Kim and Glenda have spoken to the Rensselaer Senior Citizens. W.J. and Karen Stanley went with me to talk to Marvin Luers at Farm Bureau Coop. Charlotte will be speaking to the DeMotte Chamber of Commerce, Rotary Club, Senior Citizens, Junior Women's Club and Lion's Club. I will be speaking to the Rensselaer Rotary, Wheatfield Friends, DeMotte Town Board, DeMotte United Methodist Women, and Jasper County Farm Bureau Board of Directors.

I have received a quote on an asbestos survey for the DeMotte Library from Sear Corporation of Indianapolis. This company did the asbestos work for both the Rensselaer Central and Kankakee Valley School Corporations. We will wait until we are fairly sure of the bond issue before having the survey done.

We will be receiving a quote sometime next month from an automation consultant at RMG Consultants in Chicago. They have worked with the LaPorte Public Library and are currently working with the Westchester (Chesterton) Public Library. The Porter County Public Library is considering working with the firm also.

As you may or may not know, Miriam had cataract surgery on her other eye this month, and Marge broke a bone in her foot.

I am including in your packet the report I gave you last November concerning our library automation project--what we believe automation will do for us, the results of our time study of activities which will be automated, etc. We did not have time to discuss this in November, and I feel a little discussion of why we feel we must automate would be helpful to the Board.

DIRECTOR'S REPORT
MARCH 1991

This month, several staff members attended a demonstration of the Gaylord Galaxy automation system. I have named Mary Martin as our Automation Project Administrator. An Automation Task Force will work with Mary to develop the automation system for our library. Pam Ferber, Jill Tachtiris, and Kim Garwood will work with Mary and I on that committee. We will be attending other demonstrations of automation systems in the next few months.

In May, all of the salaried staff will be divided into small groups, each group to visit an automated library to get hands-on experience with an automated system and to get the opinions of those libraries concerning the systems they are using. I will let the Board know the dates of those trips, so that anyone who wishes to go along with a group may do so.

The snow/ice storm caused all libraries to close early one evening (Tuesday) and remain closed the following day (Wednesday). DeMotte and Wheatfield were open on Thursday; Rensselaer opened Friday. Damage to the Rensselaer Library was limited to a storm window being yanked out and broken when the telephone lines were torn out of the building's wall by the weight of ice. The window and its frame are presently being repaired. Ice and branches were cleaned out of the gutters by Friday. Our Rensselaer janitor, Bill Townsend, did a great job of cleaning the sidewalks, a job that has been done mostly by library staff in the past.

On Saturday, March 16, staff members from the 3 libraries manned an exhibit booth at Southlake Mall. The exhibit was sponsored by the Indiana Reading Council. Our staff distributed reading lists and book marks and exhibited samples of good children's books. Their book exhibit resulted in a number of conversations with parents interested in selecting good books for their children. These parents were referred to their local libraries and to the Mall's bookstores. The DeMotte and Rensselaer building plans were also on exhibit.

A party was held at the Library for Eileen Spurgeon on the 20th anniversary of her employment at JCPL. A newspaper article about the party is in your packet. This party was very much appreciated by Eileen. Spouses and board members were not invited to this "Mexican Fiesta and Bullfight" because of Eileen's handicap and her subsequent uneasiness around strangers. She is very much admired, liked and respected by the staff and very competently fills her position in our library.

During the week of March 25, I worked only one day in the library. I took two days of vacation to be spent with my daughters and spent Wednesday and Thursday at McCormick's Creek State Park for a Public Library Finances Workshop.

Now that the petition drive is completed, the staff is working very hard to fine-tune the building floor plans and get ready for the next phase of the work. Life is getting very hectic!

DIRECTOR'S REPORT

April 1991

At this month's staff meeting, Mary Martin gave an excellent presentation to all staff on the basics of library automation and important terminology connected with it. We have been told that a successful library automation depends on keeping the staff knowledgeable about what is going on and how it will affect their jobs. As with the building project, we are trying to make sure they are all involved in the decision making process for automation.

We had two Building Committee meetings at Rensselaer, and one at DeMotte, as we try to find all the flaws in the interior layout of the new building. This process will take at least another month. I am assuming that Board members on these committees are not interested in planning where someone's desk should go or how many shelves to have for reference. If we begin to consider doing away with a room or making some other major change, I would expect that we will alert Board members on the appropriate committee for their input.

The 2 day Automation Workshop which Mary Martin and I attended in Lafayette was very valuable. It familiarized us with planning to be done, terminology, decisions to be made. We feel very good about the board's decision to use an automation consultant in light of all we learned would have to be done to prepare for automation.

Our Automation Task Force, consisting of Pam Ferber, Jill Tachtiris, Kim Garwood, Mary and myself, examined and approved job descriptions for the Task Force and for the Automation Project Coordinator, the job Mary Martin will have.

We made staff assignments for the visits we will make to various libraries. Enclosed you will find a listing of the libraries we will visit. We would very much like to have board members visit these libraries with us if you are interested in doing so.

The ILA Preconference on Leadership was a very informative look at what it takes to be a leader (as opposed to merely a boss). I have a lot to sort out and work on.

A program at ILA on working with staff to plan work space needs in new buildings will be very helpful. We were told to have staff detail exactly what jobs they do, what files, shelves, equipment they must use, etc., so we can plan their work spaces efficiently--with their help. We heard that weekly meetings with architect, construction manager, prime contractors, subcontractors presently on the job are very important for smooth operation of a building project. We were told to take careful notes of directions given and decisions made during those meetings.

I also visited 5 libraries and spent several hours at the exhibits talking with sales people whose products are of interest to us.

I had a 6 day work week that week, since I came back from ILA and worked Saturday at Rensselaer to help in a temporary staff shortage.

On April 23, LOM spent the day here going over the Rensselaer project, noting changes we want in floor plans, visiting the DeMotte site, and looking into the heating problem at the Wheatfield building.

Kim Rothenberger examined the high school property to determine if all contract conditions had been met so we could give Mr. Arihood his final payment on the property. He found what turned out to be a 10,000 gallon fuel oil tank in the ground east of the foundation. All remaining rubble on site has now been removed, but this oil tank will need to be removed before we consider the job complete.(see attached letter) Mr. Arihood's attorney wants the library to share the cost of that removal; Bill is countering with a suggestion that we pay half of the removal cost up to \$1500 and that all other costs for removal of the tank and any necessary cleaning of surrounding soil would be at the present owner's expense. This is another matter in which the EPA could become involved.

I attended a meeting of about 15 persons called by Jack Nesbitt to investigate possibilities for saving and using our old Carnegie Library. A very knowledgeable representative of the Indiana Historic Preservation Foundation told the group that

anyone could apply to have the library put on the Historic Landmarks Register. She noted that it is preferable, but not required to have the approval of the owner of the property. Once on the Register, owners wishing to use federal funds to remodel the building must work with the federal regulations governing these buildings. I told the group my concern that if we were put on the Register and if this group's bid to obtain the library fell through for some reason, our library would be less marketable because of the restrictions. Jack assured me that they had no intention of doing anything which would hinder us, that they would first try to get organized as a viable group with adequate funding before applying for Register status for the library. The advantage in getting this status is that they would qualify for some funds for a feasibility study and, possibly, for remodeling.

On April 24, Kim Garwood and I spoke to the Rensselaer Chamber of Commerce about the building project and about services provided by the library to local businesses.

At the NIALSA annual meeting at Munster High School, a great deal of discussion ensued about the Reciprocal Borrowing issue. It seems that the Lake County Public Library is the only one considering signing Part 2 of the agreement and even they may decide to sign only Part One (free service) on a trial basis for the next year. Interlibrary Loan statistics for NIALSA were distributed. A copy is in your packet.

This month Pam, our Wheatfield/DeMotte librarian, finished several months of hard work gathering information for the DeMotte Chamber of Commerce annual Fact Book. Several volunteers helped her call all churches, all businesses and all organizations in the area to get hours, persons to contact, etc. The Chamber was very impressed with the results!

Several items on the agenda for Monday night could use an explanation. I have talked to Jack Kellogg who was our Construction Manager for the Wheatfield Library. He is very interested in having this job at DeMotte and Rensselaer. He tells me that the going rate is 3% of the total project cost or \$102,000. He would charge us, instead, \$150 per day for all whole or part days that he worked plus mileage between DeMotte and Rensselaer only. If he worked every available weekday for 12 months and if we estimated that he would make the DeMotte-Rensselaer trip on all of those days, we would pay him \$40,894. This is well within the \$50,000 budget we set for this job. Jack was very honest, fair and exact in figuring his work days and mileage when he worked for us before. He was on top of the situation at all times and did a good job for us. I think this would be a very good deal for us to make. We could, on the other hand, advertise the job, but I think we would be spending time and money and end up hiring Jack anyway.

The health insurance concern involves Kim Garwood. Our ALA insurance plan toward which the library pays \$20 per month for any full-time employee wanting the insurance is undergoing a change in carrier. They are not accepting new members until at least August. Kim has also been told there is a chance she will not be accepted at that time because of her weight. Health insurance is very important to her and she has been paying for a personal policy while she waits for the ALA situation to be straightened out. I would like authority to pay \$20 per month toward whatever health insurance she is able to get.

Three dates to add to your calendars---if you are available during the daytime: LOM has given us a proposed construction document schedule which includes several planning meetings with them between now and August 5 when they will give bid recommendations to the Library Board and, hopefully, construction contracts will be awarded.

May 17, 1991: <u>Team Meeting</u> with Owner, 10:00 AM, Rensselaer	Architectural
drawings 25% complete.	Floor plans complete
(hardline).	

June 14, 1991: <u>Team Meeting</u> with Owner, 10:00 A.M., Rensselaer	Drawings 75%
complete. Final estimate complete.	

- July 1, 1991 Regular Board meeting. Receive final Owner/Staff revisions.
Receive final Library Board approval for bidding.
- Aug. 1, 1991 Receive bids, 7:00 PM, Rensselaer. A full Board is not necessary.
Bids will be opened. Kim R. will read bids, I will record.
Contractors will be there.
- Aug. 5, 1991 Regular Board meeting. LOM will make bid recommendations to
Library Board, contracts for construction will be awarded.

Director's Report
May 1991

This month I have been busy by day and often by night working on the building project and the budget. Because of Bonnie Powell's absence after surgery, I had the opportunity to spend some time working at the Rensselaer adult circulation desk with other Rensselaer staff. That has been a valuable experience. The staff is very glad, however, to have Bonnie back full time now. Our janitor, Bill Townsend, will be on a temporary leave of absence in June while he undergoes radiation treatments for bone cancer. We are investigating the use of Dick Reiners' cleaning service to fill the gap. Other hiring activity presently in process involves pages at Rensselaer and Wheatfield and replacing our irreplaceable Mary Duggleby at Wheatfield.

We had a demonstration of the Dynix automation system at the DeMotte Library which all staff attended. As a result, we feel that the staff has a much better idea of what automation can do for the library. Later in the month, every staff member visited 3 libraries around the state to look at their automation systems and/or their new library facilities. We were very pleased with the suggestions for our building and automation project which have been given as a result of these visits. We feel we can avoid many of the mistakes which other libraries have made (and probably make new mistakes of our own).

I met with the KV Rotary Club's historic preservation committee to discuss the needs of DeMotte Library's Indiana Room and how Rotary can help with the preservation of local history. The committee decided that training local persons to take oral histories and beginning to collect these histories will be their first project. They will also begin publicizing requests for family histories, photos, etc. for our Indiana Room. They plan to pay for transcription of oral histories and, if the need arises, to help us furnish our room if special items are needed which our budget cannot provide.

At Rensselaer, Psi Iota Xi is offering \$600 toward some lasting contribution to the new library, especially in the areas of speech and hearing, the arts or literature.

I met with the architect and his engineers this month to refine plans and have had numerous meetings and phone conversations with architect, attorney and staff to work on this project.

Continuing our monthly radio appearances on WRIN Community Forum, Charlotte Fagen spoke about our summer activities for children.

Our appropriation hearing went smoothly. We will probably be going in June to our Indianapolis hearing with the Local Tax Control Board, a hearing necessary before the State Board of Tax Commissioners approves our bond issue.

The Automation Task Force is beginning to gather the information needed by our consultant, Pat McClintock, as he helps us make the automation decisions. He will visit all day June 14, the same day that LOM will be here for another meeting. Mary

Martin has proved to be very good at leading task force meetings and organizing the work to be done. We are presently deciding what kinds of data we wish to collect from patrons as they reregister--data that will help us later on to assess how good a job we are doing in serving the community. For instance, if we ask for age and sex data we can find out what percent of our borrowers are male, what percent elderly, etc.

Bruce Robbins, of Robbins Associates, a library furnishings contractor, met with us to help us design efficient circulation desks. We have completed our furniture inventories, listing every piece of furniture (shelving, clocks, stepstools, etc.) in our buildings and deciding whether they can be reused and where and if reuse will involve refinishing.

Just to summarize briefly, we are planning to reuse almost all office desks, putting panels around them for privacy and to give a consistent look to workrooms. We are planning to reuse DeMotte's wood shelving in the two libraries' genealogy rooms, but not in other parts of the buildings since they won't match the rest of the furniture. If the architect has ideas for places we can use these without sacrificing the look of the buildings, we would be glad to reuse the rest. We plan to refinish Rensselaer's old clock and use in genealogy or elsewhere. Rensselaer's old wood tables are bigger than ones we think best for public areas, but Mary would like to use them in Tech Services.

If any of you would like to look at our inventories and see how we have planned to use or not use various pieces of furniture, let me know.

I am planning to take 2 vacation days on July 5 and July 8 and one vacation day on June 17 when I need to take my daughter to the bus station in Chicago where she will take a bus to Grand Teton National Park to work for the summer. Once in a while I get the urge to hop on the bus with her. I would like Board approval to take vacation September 5 through 13 so Duane and I can go to Wyoming to bring Jennie home.

We found a leak over the staff lounge at Rensselaer. Kim contacted Paul James, who installed our Rensselaer gutters last year, to inspect the roof. Paul tarred a few areas in bad need of it. He found the entire gravelled and tarred portion of the roof (the flat area) badly crazed, and found some areas where the tarring had pulled completely away and was creeping over the edge of the roof. I inspected the roof myself via his "cherry picker" to verify his report. He says our options are to patch the roof which he estimates would cost about \$1500, especially since he says there is no one area which needs it worse than others, to retar the roof (\$2000) or to apply a roofing material of the type used on mobile homes which is elastic and very smooth, so that snow and rain sheet off it quickly (\$2700). We will need to decide what action to take.

At DeMotte the water pump has had to be replaced (\$250). Also at DeMotte, our site survey and soil borings required that we determine whether or not we are hooked up to DeMotte's sewer system. We are still trying to determine this, but our investigation alerted the town to the fact that we are not paying a sewer bill. Before 1990, tax-supported businesses in DeMotte

were not assessed. In 1990, the State Board of Accounts instructed the town that all must be assessed. The town will not charge us for back payments but we will begin paying at this time (\$15.60 per month).

At Rensselaer, the site survey alerted our architect to the fact that the Macom-Self ditch, which we had pointed out to him long ago, is not a ditch, but a very large sewer running under the proposed building. Consequently, the building will have to be moved 20 feet to the south (toward Susan. Kim will explain more about this at our Board meeting.

The day after our last Board meeting, May 6, Mayor Wilcox called me and asked that we please cut the grass on the school property as it is unsightly and a mosquito breeding ground. I told him we would attend to that as quickly as possible after we became the owners of the property. At that time I could foresee our attorneys arguing over details for several weeks before we would really be the property owner. However, the closing took place on Thursday, May 9. While we attempted to find someone with heavy duty equipment (bush hogs) to take care of 2'-3' stands of grass, the City Council on Monday cited us for our tall grass and we received an abatement notice from the Police Department on Tuesday. By Wednesday we had someone cutting the property. Several people stopped and commented that it was "about time the library took care of this". I am sorry the city handled the matter so precipitously. I think we were very lucky to be able to find someone as fast as we did.

DIRECTOR'S REPORT
JULY 1991

Automation Project: We have had our first meeting with Pat McClintock, our automation consultant. We learned a lot about what we can expect our system to do for us, what space requirements exist, and how we need to proceed. We have developed a tentative schedule on which to proceed. This schedule hinges on the building project, however. We must time our automation schedule so that our hardware is not shipped or installed before our buildings are ready to open. At the same time, our automation system must be operational on the day we open in the new buildings, since the buildings will not be set up to accommodate the needs of the old check out system.

We have been told to look at as many automation systems as possible between now and December. At that time, we will be sending out our requests for bids and we should know before then which systems might meet our specific needs so we can be sure that they are the systems receiving our requests for bids.

I hope each board member will be able to attend one demonstration of a system.

Building Project: Delays in getting information from our surveyor have resulted in our building project, indeed, running 2 weeks behind schedule. Bids will go out two weeks later and we will be having 2 extra board meetings due to this delay. A revised Construction Document Schedule is attached.

LOM spent one afternoon here clearing up various points. We talked about possible alternate bids for the project. Installing a book security system is one option. Using a paving brick instead of concrete in front of the main entrances is another. At the July 15 Board meeting, you will be asked to authorize various alternate bids and to put them in order of priority.

My biggest concerns are that we have enough money to provide the necessary furnishings --tables, chairs, etc., and to complete the automation project.

On Board meeting day, July 1, LOM will be here to work on the project. They will not, however, attend the board meeting that night.

Summer reading activities: Summer reading club programs have been drawing in great numbers of children at DeMotte and Wheatfield. DeMotte has had record circulation several days this month. One day's circulation was 942. The last record day was 755 in 1990. Typically, attendance at the programs goes down slightly each week. At Wheatfield, attendance actually went up. Diane is doing a very good job.

Meetings attended: Cheryl and I attended a Budget clinic in Plymouth, Indiana. Bill Moriarty and I attended a Kankakee Valley school board meeting on June 17 at which the School Board signed the lease, sale and purchase agreements for the DeMotte property. That is one hurdle crossed.

Weeding and inventory: The staff's big project this year is to do a major weeding of each collection and then to do an inventory. Wheatfield has completed this project. Rensselaer has almost completed the weeding and will soon start inventory. DeMotte is hard at work on this also. It costs money to convert

each book's paper record (catalog cards) to a machine-readable record. We don't want to pay to convert materials which are no longer used or are lost. This is the reason for this big clean-up effort.

Lease videos: It is time to tell the Indiana Library Film and Video Service (ILFVS) whether we want to continue subscribing to their Lease Video Service next year. For 2 years we have paid \$2000 per year, \$1000 each year for membership fee and \$1000 for the annual service. From now on, we must pay only \$1000 per year. We receive between 60-65 videos every 2 months. They are a mix of children's, educational, classic and general entertainment videos. Many are older titles, some are worn, about 6 per shipment are duplicates of ones we own. It takes time to check in each shipment, to maintain proper recordkeeping and to distribute the videos equitably to the branches.

However, in the past year, these 384 videos have circulated 1,892 times at a cost of 53 cents per video. With the same amount of money, we could buy only 33 videos (at \$30 per video). Processing time for videos we own is much greater. We think this is a very good return on our money. It allows us to have a greater selection at much less cost than otherwise possible. We are concerned that when we move into new buildings, we will attract many more persons. Will we have materials on the shelves to accommodate them? This is one way to inexpensively provide added materials. Our lease book programs are another.

After much discussion, we have decided this is a service we should continue. Since we sign a contract for this service with this ALSA (ILFVS), the Board must pass a resolution in favor of continuing this service.

DIRECTOR'S REPORT
July 1991

This month has been spent, almost exclusively, working with the building project--meetings with architects and staff, hours spent on the phone investigating various aspects of the contractors' specifications and blueprints. We have had to check to make sure we have enough shelving to meet our stated needs, to make certain we have enough electric outlets in the right places for present and future needs, to determine that computer hook-ups are available every place we feel we might need them in the next 20 years, etc., etc.

The latest solution to the drainage problem at DeMotte seems to be to build our own storm sewer across the south end of our property and extend it south about 2 blocks to Road 1200 N where a very big ditch runs east and west along the road in front of St. Cecelia's church. This would be far cheaper than trying to purchase the homes to the south of the library and install a retention pond. It is much more expensive, but far more legal and ethical than draining our water onto the elementary school lot. County Surveyor Mike Kingman gave us a rough estimate of \$18,000 for the work. We considered a deep, rock-filled, concrete-sided, closed-ends ditch running along the south end of the property. Our architect told us this might not solve the problem and would be more costly than the storm sewer.

Bob, Miriam and I attended a NILBA dinner where a speaker told of the importance of good nurturing of infants and preschool children. As a result of this program, Bob and Miriam have asked me to find out more about the Porter County Baby TALK (Teaching Activities for Learning and Knowledge), a community outreach program which provides parent education, reading resources and programs, beginning with a video Baby TALK shown twice a day on the Porter Memorial Hospital closed-circuit TV. The Porter County libraries work with other organizations in the community on this project.

Mary Martin, Pam Ferber and I attended a LAN (Local Area Networks) Workshop in Chesterton. Here we received information on the telecommunications involved in our automation system. We learned of various other kinds of computer networks within one library or between several libraries. We learned what kinds of phone lines are available, the kinds of networking configurations possible, etc. The value to me will be to help me better understand the issues our automation consultant discusses with us. I feel it will help us make more informed decisions.

In answer to a request from Mary Linda, our architect will be giving me a list of buildings which have used the darker brick we approved for the DeMotte building. Kim does not know of a building presently using the blue accent strip with that particular brick. When we are further along in the construction process, the contractor will be responsible for bringing us small walls of the brick and trim combinations for our final approval. One such wall costs about \$500 and one is included in our construction specs for each building. For economic reasons, Kim does not recommend our asking for several walls with different combinations.

You may now come into the Rensselaer or Wheatfield Library and try out the new INFOTRAC periodical index on CD ROM. You may remember that we put additional money into our 1991 budget for the purchase of this quick and efficient research tool. I think you will be impressed at how quickly you can find a list of all the magazine articles published within the last 5 years in the 400 magazines it indexes. Both libraries should have the system operational by Monday.

DIRECTOR'S REPORT
AUGUST 1991

This month was the month of meetings: three board meetings and one meeting for the bond sale, one pre-bid meeting for contractors, one meeting for the receipt of bids, a meeting of our management staff, a meeting with the Superintendent of Streets in DeMotte, a meeting with the DeMotte Plan Commission, a meeting with an interior designer, a staff meeting and a Rensselaer Chamber of Commerce meeting.

It was worth it. Our bond closing is scheduled for September 5. Construction contracts have been sent to Bill for approval. We should be ready to sign them at Tuesday night's board meeting.

There are still unanswered questions. We need to make sure we have enough money to furnish our buildings. The word I have received is that \$100,000 is not enough for two buildings, but we knew we would be earning a considerable amount of interest on our \$3,900,000.

We need to determine how much it will take to equip our libraries with automated circulation systems (if not automated "card catalogs"). Those are necessary to the smooth operation of the new buildings. Therefore, we need to determine what unexpended funds will reimburse the automation portion of our bond issue budget.

We need to determine if we consider any of the unfunded alternates to have priority over the furnishings and automation or if they will be considered only if we can fund the furnishings and automation and have monies left over.

At present, our financial consultants have not provided us with their estimates of the amount of interest we can earn on our bond money. They will be doing this soon. By the October meeting, we should have those figures as well as some actual costs of the items estimated in our bond issue budget. You will then be able to make some policy decisions at that time on priorities in allocating unexpended funds.

The auditor from the State Board of Accounts arrived on the scene today. She will be here for the rest of this week and at least all next week. This will be our first biennial audit since we automated our bookkeeping system.

Tuesday night, the first item on the agenda involves a piece of framed art which Psi Iota Xi Sorority would like to donate to us. This is a 27" x 21" painting by M. Jayne Moore of Carmel, Indiana. It was a painting displayed at the Hoosier Art Salon this year. The Hoosier Art Salon invites certain Indiana artists to display their work at the salon each year. It is a great honor to be invited. Karen Hood from the Rensselaer Chapter of Psi Iota Xi would like the Board's permission to give this painting to the library. I felt you would like to see it before making this decision. (Incidentally, the Psi Otes have also offered to donate \$600

to the new Rensselaer building. We are presently developing a list of suggestions from which they will pick the items they wish us to purchase with their money.)

One matter on which I need your decision regards the library policy of closing one or all of our libraries so that staff may attend District meeting in the fall. A Reference Workshop is coming up this fall which all of the DeMotte staff would like to attend. A staff member who attended this workshop last year considered it one of the most valuable library events she had ever attended. My question is whether you would allow us to close a library for a workshop such as this instead of (not in addition to) closing for District Meeting.

In August we published our fourteenth semiannual Teacher Reacher which goes to each teacher and administrator in the schools in our taxing district. A questionnaire was given to each teacher which gives us information we need to serve them better.

September 26th or 27th I will be leaving on vacation. I will return on October 6, in time for our October 7 monthly meeting.

DIRECTOR'S REPORT
SEPTEMBER 1991 (9/24/91)

This has probably been the most stressful month of my term as Director. As you know, in September we received the proceeds from the Bond Sale and paid back our Operating Fund for the construction costs paid out of it. At the October board meeting you will be approving financial statements for both September and October since you received the September statement after the September board meeting.

We learned from the State Board of Accounts that we should have applied for an additional appropriation to properly handle the construction funds in our ledgers. You will need to vote to apply for that additional appropriation "after the fact" at our Board meeting.

Miriam and Mary Martin represented the Library at LaPorte County Public Library's dedication. I was unable to attend due to out-of-state guests.

I attended a workshop on our computer publishing program, Publish-It, in Indianapolis and received some useful tips.

Charlotte Fagen was our representative on our monthly radio program this month, speaking about upcoming programs at all three libraries and about the groundbreaking ceremonies.

A Preconstruction Meeting at the DeMotte Library provided the first opportunity for architects, contractors and library staff to meet and lay down some of the ground rules for working together. We were very impressed with Dan Nystrand, President of Ira Mast & Son. I think we will find him good to work with.

The groundbreaking ceremonies went very well, I think. We heard many favorable comments including Marilyn Hite's observation that the much larger Tippecanoe Public Library had fewer at their groundbreaking than we did at either of ours. Many on the Board and staff had important parts in planning this day and all did a great job.

Construction began on schedule Monday at DeMotte. In that first day, trees came down, the ground was stripped, the tool shed and enclosed entry to the basement were demolished. Already, small changes are being made as problems surface. A few trees and shrubs that architects thought could be saved are being removed, etc.

It is very evident that some board decision will be needed on how to authorize, between board meetings, those change orders involving added cost or significant change. One possibility would be to authorize me to approve for the Board change orders involving costs below a certain amount. Another would be to appoint a committee of easy-to-reach board members whom I can poll when a decision must be made.

It should be noted that changes must first be authorized by the architects before the administrator and

board are asked to approve. No staff or board member or construction worker can authorize any change without architect approval.

For persons interested in seeing buildings using the brick or the glass (but not both together) specified for our buildings, I have addresses. See attached pages.

We had a preliminary budget hearing today, because we were notified last week that our budget hearing was scheduled for the week I will be on vacation. The auditor did not have figures available yet for miscellaneous revenues we will receive from excise taxes; even without this money, it looks as if we will be authorized to fully fund our 1992 budget. Cheryl will attend the actual budget hearing in my place to get final figures. I will report at Board meeting.

The auditors from the State Board of Accounts have been here for several weeks. Our exit interview will be held today. They are suggesting a number of changes in the way we operate. I will inform you about these at our Board meeting.

In your packet are proposals for handling our interior design needs. We will need to make a decision at the October meeting so that we can begin working with our consultants immediately.

It is probably time to look at our Construction Budget and our funds and set priorities on using these funds. We should be able to see fairly clearly how much money we will have left in some of the minor line items in the rough budget we developed. The Board will need to decide whether or not any of the alternate bids should take priority over the library furnishings and the automation.

I believe I told you earlier that I will be leaving on Thursday, September 26, for our whirlwind Wyoming-Colorado vacation. I will return in time for the October 7 board meeting. On October 9 and 10 I will be at a Personnel Workshop for Library Administrators in Brown County. Miriam and I will leave on Wednesday, October 30, for the MFLA Conference in Minneapolis.

DIRECTOR'S REPORT
OCTOBER 1991

A two day Personnel Management highlighted the first week after our October Board meeting. I learned far more than I liked about various federal and state laws that impact how we do business in our libraries. I will be talking with you in January about the Americans with Disabilities Act and how it will affect us. I also gathered valuable information about staff grievance policies, "appropriate library behavior policies", and sexual harassment policies. I hope the Board can help me address these issues during the next year.

I attended a Building Project Progress Meeting, October 15; (next one is November 12, 1:00 PM in case any board members wish to attend).

DeMotte progress: Piers, columns, etc. almost completed. In the next month foundations will be completed. Underground mechanical and electric will be roughed in. Floors to be poured. Steel erection October 28-Nov. 8 (perhaps 1 week later). Starting roof deck Nov. 11. Wall framing November 12. Some of this will depend on the weather and whether the structural steel can be delivered on time. They hope to have the building substantially enclosed weatherwise just before Christmas and hope to have old and new totally complete by.....May 1!!!

This is a target date, of course. If it happens, we may be moving in without automation. But we won't worry too much about the "what ifs" till we get a little further down the road.

Architects, contractors and Jack all think we are getting a first class job and that everyone is cooperating extremely well.

Rensselaer progress: Concrete has been removed from the site. Concrete slab has been perforated. Engineered fill is fairly complete. They started laying out for the foundation. In 2 weeks they should do the footings and bring up the foundation walls. The floor should be ready for underground mechanical and electrical work by the week of November 4. They may not put in concrete pad until they have it under roof. If the roof does not get on before winter, they don't want the pad exposed to the elements til February.

Rensselaer is more iffy than DeMotte. Target date for completion isJune 1!!! Still earlier than we had planned and possibly too early for automation. But weather is much more a factor, because the ground needs to dry out more after a rain. They had to begin Rensselaer later than

DeMotte, you remember, because they took time getting the concrete out and had to wait for DeMotte to be dug out so they could use the sand at Rensselaer.

Kim Rothenberger and/or interior decorator, Laura Thomann, will be at our November 4 meeting to explain color schemes and get the Board's decision, to help us decide what we want on our plaques, and to tell us what other decisions will need to be made soon.

I spent a considerable amount of time this month assessing the staff (and board's) progress in meeting the goals which the staff and I set out for the library for 1991. I am enclosing our assessment of our successes and failures.

I also spent time determining what the library's goals and activities should be in 1992. After conferring with others, it became evident that the Building Project has severely stressed the staff and that we tried to do more than was sensible in 1991. For that reason, I scaled back our activities for 1992 somewhat.

Our prime task is to provide the books and information our customers need. Our next most important task must be to complete the building project as well as we possibly can, giving that project whatever time it takes. Our communities will have to live with and be served by the results for many years. We feel we have to do it right. If this means we do less publicity this year than we would like, or have fewer programs this year than we wish, I think that's what we must do.

At our October staff meeting, Virginia Maravilla, Lowell Library Director, spoke to the staff about customer service and we discussed ways to deal with difficult patrons. That evening, the Rensselaer staff had a well-attended and much enjoyed progressive staff party.

Pam Ferber was this month's guest on WRIN. Pam also told stories this month at a Wheatfield Elementary School outing for 3rd-5th graders at a teacher's farm. The teacher later told me how delighted she was with Pam's performance and with her offers of help at future school events.

At a Media Minds (librarians from Jasper County schools, college and public libraries) meeting at St. Joseph College, we decided to apply for a grant through the Lilly Foundation for computer terminals for school and public libraries which would allow patrons to search the St. Joseph Library collection. We are also going to be working on a listing of good speakers and good field trips (within a 50 mile radius) available to our school children. This listing will be distributed from each school library and the public library for the use of teachers and of home schooling parents and groups. College and school librarians (not the

public library staff) will be in charge of these particular projects.

On Wednesday evening, October 23, the Wheatfield Friends of the Library sponsored a fun Halloween event for children from preschool to grades 6 and for their parents. A ventriloquist entertained approximately 200 persons in the Wheatfield Legion Hall. The Legion Auxiliary provided refreshments. Stories told to the children before the main entertainment by library staff were a distinct failure due to the large crowds and our inability to make ourselves heard. Refreshments held out, contrary to the fears of some. This is probably the largest crowd ever assembled for a library program!

Two days at the Midwest Federation of Library Associations (MFLA) conference in Minneapolis will highlight the last week before our November board meeting.

Dedication plaques: In your packet, I have included a list of the information suggested for the dedication plaques for each library. If you wish your name listed differently, if you think Board officers should be listed, if you disagree with some of the persons who will be listed on the plaque, this Board meeting is the time to let us know. Should the plaque say RENSSELAER LIBRARY, Jasper County Public Libraries, as the outside of the building will say? Or should it say RENSSELAER HEADQUARTERS, JASPER COUNTY PUBLIC LIBRARY? Our official name is Jasper County Public Library. Does that matter?

Storm sewer: Once we knew that Mike Kingman was not interested in bidding on this project, I told L.O.M. to proceed with topographic survey (done by Kingman) and design of the DeMotte storm sewer. I felt that in previous discussions, the Board had concluded that this was the most satisfactory solution to the problem and that no other options exist. The Board, should, however, ratify my action with a vote. The cost of the design work done for L.O.M. by Woolpert Consultants will be \$3,550. Mike Kingman's cost will be additional.

Sale of Rensselaer building: The Board needs to decide what type of group (if any) they would be willing to give the building to. County government? City government? Rensselaer School Corporation? A community foundation? If you would be willing to donate the building to a "financially responsible" community foundation, how would you define "financially responsible"? We have received a question from Jack Nesbitt regarding this.

DIRECTOR'S REPORT
NOVEMBER 1991

This month we have begun moving ahead on the Automation project. Our Task Force has read and amended RMG's suggested RFP (Request for Proposal: a form of request for bid) for the conversion of our catalog card information to machine-readable form. In the library world we call that an RFP for retroactive conversion (or retcon). We will be sending this RFP to vendors on December 2. Their proposals must be in our hands by January 10.

On November 19, all staff members attended a demonstration of the Gaylord Galaxy automated system at the Rensselaer Library.

We have also been investigating the possibility of "piggybacking" on St. Joseph College's automation system. This option would mean that we would be buying added memory for their system, rather than purchasing a CPU (the computer that is the control and brains of the system) for ourselves. We feel we could save a great deal of money in this way.

Pat McClintock, our RMG consultant, will discuss our automation project at the December board meeting.

Quite a bit of interest has been shown in our old Rensselaer Library. We have had visits or calls from one dentist, a private citizen interested in an art gallery (Robert Lewis), Cooperative School Services, The Crisis Center, Jasper County Home Health Services, and the Rensselaer School Corporation. In addition, Jack Nesbitt's foundation is moving ahead. A board has been appointed. A consultant has been hired. That group would like to meet with the Board at our January board meeting.

Cheryl and I attended a Bookkeeping Workshop at the Carmel Library. I attended a workshop in Lafayette to learn more about what the Americans with Disabilities Act will mean to our libraries.

I had the enjoyable opportunity to read to two classes at Van Rensselaer Elementary School one day in celebration of Children's Book Week. I miss those contacts with the public. I also read a story to a Montessori class which visited the library when Julie and Kathy were both sick.

We held our annual People Count week this month. During this week we count every person who walks in the library doors, and we count every book or other item that is used in the library (as opposed to those which are checked out). We were lucky enough to have volunteers who helped by sitting and counting during busy times. We had 581 more people visit our libraries this year than last; every library showed an increase. The number of items used in the libraries was up at both Rensselaer and Wheatfield, but down at DeMotte. Is it possible that the congestion and construction and noise at DeMotte is having an effect on library use? Perhaps people are in-and-out there more now than usual.

Publicity: Kim Garwood and Sharon Schulenberg gave an excellent presentation at our monthly radio show, highlighting building project progress, library programs, interlibrary loan services and walking books.

Litigation: This discussion will concern the boundary line between Steinke funeral home and the Rensselaer building site. Bill Moriarty will be here to discuss our options with us.

Building Insurance: We generally request bids on our buildings insurance in odd-numbered years. We have some complicated insurance arrangements which have taken time to work out because of our building project. It would be very complicated to have other insurers bid on these complicated packages. I would advise the board to wait until next year, when construction is completed to consider changing companies and to vote this year to designate Town and Country, our present insurer, as our building insurer for next year.

Meeting dates: A proposed list of monthly Board meetings is appended. I am recommending holding the January meeting on the second Monday so that we have time to complete year-end reports. I am recommending holding the February meeting on the second Monday so that we will have sufficient time between the acceptance of the proposals of retrocon vendors on January 10 and the Board meeting to negotiate a contract and have it ready for Board approval. Pat will discuss this in his presentation. I am suggesting a first Tuesday board meeting in September, simply because we have sometimes needed to have that meeting very early to meet the deadline for final approval of the budget. First Monday is Labor Day, second Monday is September 14.

I talked with some of you about the need for a 15 minute end-of-December board meeting. We have usually had two December meetings. I am suggesting a meeting on Thursday, December 26, Friday, December 27, or Saturday, December 28, in DeMotte. My hope is that we could find a time when all 4 north-end board members can attend and eliminate the need for anyone to drive a long distance for a 15 minute meeting.

Building Project: I attended a Building Project Progress Meeting, November 12; (next one is December 10, 1:30 PM, in case any board members wish to attend).

DeMotte progress: Floors have been poured. Steel erection should begin in the next day or two if the steel is delivered after which they can start the installation of roof joists and deck. They hope to set interior masonry bearing walls after this. All depends on the weather.

Rensselaer progress: I believe footings and concrete piers are nearing completion. Concrete block has been delivered

to the site. The level ground we saw a few weeks ago is now covered with mounds of dirt, piles of straw and blankets. A lot of activity can be seen at the site right now.

Dedication plaques: Last month, you instructed me to note what we did for Wheatfield's plaque and do likewise. To my embarrassment, I must admit that I discovered that Wheatfield never had a plaque. We are back to square one. I have been taking pictures of Dedication Plaques in schools and libraries. I will have some to show you at the December board meeting. The question still stands: Should the plaque say RENSSELAER LIBRARY, Jasper County Public Libraries, as the outside of the building will say? Or should it say RENSSELAER HEADQUARTERS, JASPER COUNTY PUBLIC LIBRARY? Or RENSSELAER LIBRARY, JASPER COUNTY PUBLIC LIBRARY? Our official name is Jasper County Public Library. Does that matter? I should also say that every single plaque I have seen has had architects', engineers' and contractors' names included.

Color schemes: As you know, general color schemes were decided at the last board meeting. Color boards were then developed which showed colors for quarry and ceramic tile, basic and accent wall coverings, cabinets and countertops, etc. The staff and a number of board members examined and approved these. Our interior designer is now sending final color selections to contractors so materials may be ordered.

A few decisions still must be made. We must decide whether we want a wood grain plastic laminate (to match the wood base) or a colored plastic laminate on the tops of circulation desk, low shelving, and library tables and study carrels. The general trend these days is toward colored plastic laminates. I will bring pictures of library furniture using this to the Board meeting.

I have been working on developing specifications for our telephone system for the new buildings. It is a complicated job.

Election of officers: Miriam has appointed Bob Souza and Wanda Stewart as a nominating committee for Board officers. They will present their slate for consideration at the December meeting.

DIRECTOR'S REPORT
DECEMBER 1991

My activities this month involved mainly normal administrative duties, staff evaluations and building project activities. I took vacation during the second half of this month.

I talked with Bill Moriarty about obtaining the proof to show that the Library Board does indeed own the Rensselaer property on which our Carnegie library stands. Bill has checked court house records and found positive proof of our ownership.

In arranging for those interested in our old Rensselaer building to make presentations at our January Board meeting, the intention was to hear their proposed plans for the building, then decide at the February meeting which of the parties to continue negotiations with. A decision does not need to be made at the January meeting unless the Board desires to do so.

We have had two building progress meetings since our last board meeting. The bottom line is that the Rensselaer project is temporarily on hold and the DeMotte project is progressing very rapidly. In one area at Rensselaer the fill used is not compacting properly. This needs to be replaced. Standing water prevents this replacement and also prevents compaction of the soil within the foundation walls which must be compacted before below grade mechanical and electrical work can be done and the slab can be poured. Delays in designing and fabricating the structural steel are also delaying progress at Rensselaer.

At DeMotte, structural steel is up, and in the next two weeks the exterior walls should be up, as well as interior partitions and door frames. Windows should be set and the building close to being completely enclosed by February 4. Drywall should be complete by the end of February.

Thanks to the Board questioning larger than normal electric bills, we discovered that the contractors had never obtained a separate meter from NIPSCO at the DeMotte building site and were using our electricity. Since the contract clearly states that they will pay for their own electric use, we are correcting that situation at this time.

Progress meetings will now be held every two weeks: at 1:30 PM every other Tuesday at Rensselaer, beginning Tuesday, January 21. Any Board member wishing to attend these meetings is welcome.

We have arranged for a guided tour of the DeMotte building site at the January staff meeting. If you would like a

guided tour as a Board, I will be glad to schedule this with the contractors.

Bill Moriarty sent a letter to Larry Steinke to apprise him of the property line situation at the new Rensselaer property. A copy of said letter is included in your packet.

You will notice on the agenda that Board approval of investment policies is listed. When we were audited, our auditor advised that each year our Board should reaffirm decisions made long ago concerning investments. We have always credited interest from the operating fund, LIRF, and BIRF into the operating fund. I would recommend that this practice continue, since to credit the interest back to the individual funds would require a completely different method of setting up bank accounts and would be very difficult to do at the same time we follow state depository laws. Cheryl and I can discuss this further with you at the Board meeting if you have concerns about following current practice.

The Board also needs to reaffirm its decision to credit interest from the Construction Fund back to the Construction Fund. This is easy to do because the Construction Fund is kept in a separate bank account and the money is not a part of the monies we must divide proportionately between banks.

Another suggestion of our auditor is to authorize someone to sign checks should the elected treasurer be unable to do so. The Board could authorize the President to sign these checks or could appoint another board member as an assistant treasurer.

I am including some annual reports for your examination. You will notice that our programming increased somewhat in 1991. We had a slow start at Wheatfield as Pam took time to get her bearings, but programming there is now in place. Programming at DeMotte has changed from in-house programs to more outreach programs--more school visits, nursery school visits, etc.

We added fewer new borrowers this year than last, but we answered 39% more reference questions than in 1990! Our circulation was up 3% overall. I think this circulation increase is very commendable, because we were admittedly preoccupied this year with the building project and did not have the time to be creative in finding ways to reach new readers or offer new programs. I expect 1992 to be the same: we will spend many hours in the next few months making building decisions. If the end result is well-planned, thoughtfully-furnished library facilities, our patrons will be winners in the long run. I feel we can afford to wait until fall to again begin concentrating on new programs, etc.